

C O P Y

Supervisors [redacted]

3 December 1958

Training Officer [redacted]

Inventory - [redacted]

1. All supervisors are requested to undertake an immediate physical inventory of equipment assigned to their units. All material used in training will be included with the exception of teletype equipment which will be on sub-account [redacted]. Material on sub-account [redacted] which is situated at [redacted] will also be picked up on sub-account [redacted]. In completing this inventory, forms for which will be provided, complete nomenclatures and serial numbers will be shown. A sample form is attached for your guidance.

2. The division of responsibility for this task is as follows:

Supervisor [redacted]

Supervisor [redacted]

Supervisor [redacted]

Supervisor [redacted]

3. At the same time, in order to reduce future work and to simplify inventory procedures, you will carefully review levels of material on this account and prepare PTI slips for equipment not being used.

4. Effective immediately, no material is to be transferred, loaned, moved or turned in to stock without approval of the Training Officer. The Training Officer will sign all hand receipts, memorandum receipts, issue slips and PTI slips. The exceptions to this rule are as follows:

a. Material loaned to students or staff for study or other purposes may be issued by the supervisor or provided it is not to be removed [redacted]

b. Material sent to the shop for repair or overhaul will have a work order prepared and a copy of this work order will be retained by the supervisor until the equipment is returned.

C O P Y

25 YEAR RE-REVIEW

25X1
SUBJECT: Inventory - [redacted]

5. While the Training Officer will remain as the designated Responsible Officer for this sub-account, the individual supervisors will be responsible to him for the proper storage, use, and accounting for the equipment assigned to their units.

6. To assist you in making this physical check the following suggestions are offered:

a. Prepare your list in pencil, showing stock numbers, complete and accurate descriptions or nomenclatures, serial numbers (where applicable) and location by room number of each item.

b. When all lists have been completed, they can be consolidated, typed and duplicated.

The undersigned will be available at all times to assist you in completing this inventory which should be done on the basis of the highest priority.

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cc: Accountable Officer [redacted]

Distribution:

- 1 - ca addressee
- 1 - Responsible Officer file
- 1 - [redacted] Chrono

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